

Town of Big Flats
Department of Planning

476 Maple St. PO Box 449
Big Flats, NY 14814
T: 607-562-8443
<http://www.bigflatsny.gov>



Site Plan Application

This application form is required as part of any request to process a planning action involving the review of a proposed Site Plan. In addition, the Town of Big Flats Municipal Code requires specific material to be submitted with this form. A copy of the applicable sections of the code are available upon request. It is the applicants responsibility to ensure that application package are complete and accurate.

NOTE: AN INCOMPLETE APPLICATION CANNOT BE SCHEDULED FOR REVIEW

Preliminary Acceptance Date: _____
Final Approval Date: _____ Conditions ☐ Yes ☐ No

Department Use Only:

Name of Proposed Development: _____

Applicant:

Name _____
Address _____
Telephone _____

Plans Prepared by:

Name _____
Address _____
Telephone _____

Owner (If Different):

Name _____
Address _____
Telephone _____

Actions Requested

- ☐ Site Plan Review
- ☐ Site Plan Amendment
- ☐ Area/Use Variance Requested (Additional Fees Apply)
- ☐ Special Use Permit Required (Additional Fees Apply)

Ownership Intentions: ☐ Purchase ☐ Lease ☐ Other: _____

Project Location:

Parcel ID: _____
Address: _____

Other Permits Needed: ☐ Dept. of Health -Water/Septic
(all may not be applicable) ☐ Town of Big Flats DPW- Water

- ☐ Chemung County Sewer District
- ☐ NYSDEC- SPDES
- ☐ NYS/ACOE-Wetlands
- ☐ FAA
- ☐ NYSDOT
- ☐ Chemung County DPW-Driveway
- ☐ Town of Big Flats DPW-Driveway
- ☐ Town of Big Flats Building Permit
- ☐ Other: _____

Current Zoning: _____

Variance(s) Requested: _____

Proposed Use(s) of Site: _____

Anticipated Construction Start Date: _____

Anticipate Completion Date: _____ Will Construction be Phased: _____

Current Land Use of Site (agricultural, commercial, residential, etc.): _____

Character of Surrounding Lands (agricultural, residential, wetlands, etc.): _____

Estimated Cost of Proposed Improvement: \$ _____

Estimated/Projected number of daily customers, employees, residents, etc.: _____

Estimate/Projected Hours of Operation: _____

Describe proposed use, including primary and secondary uses; ground floor area; height; and number of stories for each building:

- for residential buildings include number of dwelling units by size (efficiency, one-bedroom, two-bedroom, three- or more bedrooms) and number of parking spaces to be provided.
- for non-residential buildings, include total floor area and total sales area; number of automobile and truck parking spaces.
- other proposal structures.

(Use separate sheet if needed)

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR OFFICIAL AGENT

Check one: ☒

- ☐ Owner
☐ Power of Attorney*
☐ Contract to Purchase*
☐ Official Agent*
☐ Other: _____

*Attach evidence

FEE SCHEDULE

Residential: \$250.00*

Non-Residential: \$500.00**

Concept: \$200.00 (Fee goes toward full review)

*add \$50.00 per 1,000 Sq. Ft. Gross Floor Area

**add \$150.00 per 2,500 Sq. Ft. Gross Floor Area

I hereby certify that the above information and accompanying documents are truthful and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees and expenses, at my expense, for preparation of necessary environmental, engineering and planning studies.

Legal Owner/Official Agent Date

Legal Owner/Official Agent Date

Applicant (If Different) Date

Department Use (only)

Lead Agency: _____ Environmental Determination: _____

☐ Type I ☐ Type II ☐ Unlisted

Final Plans Signed and Filed: _____

Director of Planning Date

Application Closeout Date: _____

Public Hearing: ☐ Yes ☐ No Date Advertised: _____ Date Conducted: _____

Appendix C

State Environmental Quality Review

SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

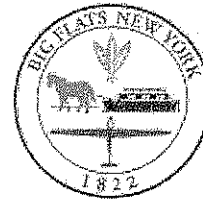
PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly: _____	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals: _____	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals: _____	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment



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Director of Planning:
 Stephen J. Polzella

P (607) 562-8443
 F (607) 562-7063

Site Plan Submission Checklist

<u>Reference from Big Flats Zoning Law:</u>	<u>Complete:</u>	<u>Waiver Requested:</u>	<u>Notes:</u>
17.32.060 (A)(1): Area Map			
17.32.060 (A)(1a): Proposed Lots			
17.32.060 (A)(1-b-i): Existing and Proposed Lots with Ownership			
17.32.060 (A)(1-b-i): Existing and Proposed Lots with Ownership			
17.32.060 (A)(1-b-ii): Existing and Proposed Uses			
17.32.060 (A)(1-b-iii): Existing and Proposed Districts			
17.32.060 (A)(1-b-iv): Existing and Proposed Roads			
17.32.060 (A)(1-b-v): Existing and Proposed Subdivisions			
17.32.060 (A)(1-b-vi): Existing and Proposed Easements			
17.32.060 (A)(1-b-vii): Existing and Proposed Structures			
17.32.060 (A)(1-b-viii): Existing Natural Features (i.e.-water bodies, wooded areas)			
17.32.060 (A)(1-b-ix): District boundaries including zoning, fire, school, sewer, and water			
17.32.060 (A)(1b-x): All Soil Classifications			
17.32.060 (A)(2): Area Map of the Site Topography at a scale of not less than one inch to two thousand (2,000) feet, showing the entire proposed site area and the location of the lots for the proposed development			

<u>Reference from Big Flats Zoning Law:</u>	<u>Complete</u>	<u>Waiver Requested</u>	<u>Notes:</u>
17.32.060 (A)(3): A scaled site development map of the concept plan showing structures			
17.32.060 (A)(3-a): A scaled site plan development map of the concept plan showing existing and proposed public and private improvements			
17.32.060 (A)(3-b): Existing and Proposed Roads			
17.32.060 (A)(4a): Name, address, and telephone number of applicant			
17.32.060 (A)(4-b-i): Concise written description of the proposed purpose, nature, and magnitude of the use			
17.32.060 (A)(4-b-ii): Concise written description of the projected time frame for the proposed development			
17.32.060 (A)(4-b-iii): Notation of the acreage of the lot proposed for development			
17.32.060 (A)(4-b-iv): Square footage of each proposed structure			
17.32.060 (A)(4-b-v): Proposal for the source of water supply and method for sewage disposal			
17.32.070 (A): Site Plan Application			
17.32.070 (A)(1): Completed forms of the planning board required of the applicant by the rules of the planning board			
17.32.070 (A)(5): Supplemental engineering and technical reports as appropriate to the contents of the preliminary and final plans and required by the planning board			
17.32.080 (B): Report and plan regarding any potential environmental impact associated with the proposed development			
17.32.080 (C): The mitigation offered or proposed for any environmental impact			
17.32.080 (D)(1): Title drawing, including name, address, and telephone number of applicant and the tax parcel number of the lot proposed for development			
17.32.080 (C)(2): North point, scale and date, all revision dates (month, day, and year)			
17.32.080 (D)(3): Boundaries of the development plotted to scale of not more than one hundred (100) feet to one inch on a survey map prepared by a <i>design engineer</i>			

<u>Reference from Big Flats Zoning Law:</u>	<u>Complete</u>	<u>Waiver Requested</u>	<u>Notes:</u>
17.32.080 (D)(4): Existing natural features such as watercourse, water body, wetland, wooded area and individual large trees and a notation of features to be retained			
17.32.080 (D)(5): Existing and proposed contours at intervals of not more than five feet of elevation			
17.32.080 (D)(6): Location of proposed use and the location, area and the height of all structures			
17.32.080 (D)(7): Location of all existing or proposed improvements, whether public or private, including roads, drives, internal drives, driveways, storm water management system, culverts, retaining walls, fences and easements			
17.32.080 (D)(8): Preliminary design of sewage disposal and water supply systems and location of such systems			
17.32.080 (D)(9): Location and design of all energy distribution facilities, including electrical, gas and solar energy system			
17.32.080 (D)(10): Location of any proposed buffer, barrier and landscaping			
17.32.060 (D)(11): Delineation of the extent of each residential area, description of dwelling unit type, and a calculation of the residential density in dwelling units per square foot for each such area			
17.32.080 (D)(12): Location of each parking area and vehicle loading area, with access and egress to a drive, internal drive or driveway			
17.32.080 (D)(13): Location, design and size of all signs and outdoor lighting			
17.32.080 (D)(14): The approximate location and dimension of the area proposed for a neighborhood park or playground, or other recreation open space			
17.32.080 (D)(15): Building orientation and site design for energy efficiency			
17.32.080 (D)(16): Grading plan and erosion control plan, including the description and location of control measures			
17.32.080 (D)(17): Location and design of a storm water management system			

<u>Reference from Big Flats Zoning Law:</u>	<u>Complete</u>	<u>Waiver Requested</u>	<u>Notes:</u>
17.32.080 (D)(18): The lines and dimensions of any lot which is offered, or is to be offered, for dedication to a government for public use, with the purpose indicated thereon, and of any lot proposed to be reserved for the common use of the occupants of the proposed development			
17.32.080 (E): A storm water management analysis and plan consistent with the requirements of The Standards for Storm Water Management in the town of Big Flats, including all design data and computations used as a basis for the design capacities and the performance of the storm water management system and the erosion control plan			